



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MAINTENANCE AND CONSTRUCTION COMMITTEE

**Wednesday, April 13, 2022 – 9:30 AM
24351 El Toro Road – Board Room & Virtual with Zoom**

At this time, Laguna Woods Village owners/residents are welcome to participate in all open committee meetings virtually. To submit comments or questions virtually for committee meetings, please use one of the following two options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/99465596924> or by calling 669-900-6833 Access Code: 99465596924
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order / Establish Quorum*
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for February 9, 2022
5. Chair's Remarks
6. Member Comments
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.

8. Project Log

Items for Discussion and Consideration:

9. Relocation of Bus Benches to Improve Pedestrian Movement – Robert Carroll
10. Equestrian Hay Barn – Verbal Report
11. Pickleball Lighting Completion – Verbal Report
12. Employee Parking Lot Lighting Status Update – Verbal Report
13. Shepherd's Crook Status Update – Verbal Report
14. Call Center Remodel Status Update – Verbal Report
15. Welding Shop Status Update – Verbal Report
16. Golf Range Status Update – Verbal Report
17. MelRok Energy Management System – Verbal Report



Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Open House for Contractors

Concluding Business:

18. Committee Member Comments
19. Date of Next Meeting: June 8, 2022
20. Recess – At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

Approval of the Agenda

Chair's Remarks

Discuss and Consider Contractual Matters

21. Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: (949) 268-2380

**REPORT OF THE REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, February 9, 2022 – 9:30 A.M.
Virtual Meeting

MEMBERS PRESENT: Egon Garthoffner, Gan Mukhopadhyay, Cash Achrekar, Sue Stephens, Lenny Ross, James Cook, Ralph Engdahl

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Debbie Dotson, John Frankel, Advisors Carl Randazzo, Bill Walsh, Steve Leonard

STAFF PRESENT: Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette - Maintenance & Construction Assistant Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Chuck Holland – Information and Resident Services Director, Carlos Rojas – Director of Operations, Rodger Richter – Project Manager, Azita Badri – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 9:31 a.m. and stated that he didn't see a quorum of members yet but that additional committee members will log in soon so the meeting will continue.

2. Acknowledgement of Media

Chair Garthoffner noted no members of the media were present.

3. Approval of the Agenda

Chair Garthoffner asked that a discussion on the Community Center Third Floor Renovations be added as Item 11a. The agenda was approved as amended.

4. Approval of Meeting Reports

- a. Approval of Meeting Report for October 13, 2021**
- b. Approval of Meeting Report for December 8, 2021**

The meeting reports for October 13, 2021 and December 8, 2021 were approved as written.

5. Chair's Remarks

Chair Garthoffner reminded the committee that all contracts brought to the committee should be given serious consideration and in-depth review. The contracts involve large sums of money and care needs to be shown in the spending of funds.

6. Member Comments (Items Not on the Agenda)

Mr. Gomez requested that it be noted in the record that a quorum was present.

- A member commented about the desire to have the two archery clubs consulted in regard to the improvements being considered at Clubhouse 1.
- A member inquired as to when access would be allowed to the billiards room in Clubhouse 3.

Chair Garthoffner addressed the concern about the archery range and stated that there are no plans to make any changes at this time.

Mr. West verified that the billiards room in Clubhouse 3 is in the process of being beautified and would be completed and open for use in May of 2022.

7. Department Head Update

Mr. West commented that the pickleball court lighting project is scheduled to be complete by February 11, 2022.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Project Log

Items for Discussion and Consideration:

9. SCE Charge Ready Application Status

Mr. Mejia presented an SCE Electrical Charging Application Status Update via PowerPoint and answered questions from the committee. Discussion ensued regarding the number of charging ports, the proposed locations and the costs associated with the installations. Committee members made suggestions about considering other locations, reducing the number of ports, and comments were offered regarding ADA Compliance, convenience of locations, funding source for the project, and potential income generation.

Staff was directed to have SCE continue with the review process with the same number of ports originally applied for and work with SCE to conduct site evaluations and develop conceptual designs. SCE would provide those services at no charge to GRF.

10. Moving of Bus Benches to Improve Pedestrian Movement

Mr. Carroll presented a report proposing that in-house staff move twenty bus benches in 2022 and twenty in 2023 at a cost of \$46,200 per year. Discussion ensued regarding the price of each bench and the cost of installation, potential relocation of benches to reduce cost, the need to bring the United Board into the decision, original funding and maintenance responsibility belonging to GRF. For comparison, a bid was obtained from an outside contractor in the amount of \$119,372. Chair Garthoffner suggested that since this is a safety issue, work should be done as quickly as reasonably possible.

Staff was directed to bring an additional quote from another outside contractor to a future committee meeting. The quote should include the cost of installation and a less expensive style of bench, similar to the existing benches in the community. Chair Garthoffner will call a special meeting to expedite the resolution of this matter, if necessary.

11. Resident Services Space Plan – PowerPoint Presentation

Mr. West presented a Call Center Space Planning presentation via PowerPoint. Discussion ensued regarding the proposed floor plan, furniture options, sound mitigation options, and costs to safely and comfortably accommodate 17 employees within the space. Mr. Holland elaborated on the design, answered questions from the committee and endorsed the proposed space plan. Mr. West provided a line-item estimate but stated that bids from contractors after an RFP could be much lower.

Staff was directed to bring a detailed cost estimate for the resident services call center space planning project to a future committee meeting.

11a. Third Floor Community Center Renovations

Chair Garthoffner reminded the committee that in 2018, a plan was approved to renovate the third floor of the community center and \$750,000 was allocated for that project. The gym was subsequently moved to the first floor and now there is a new proposal to renovate the vacant space on the third floor. Chair Garthoffner asked for clarification on how much of the original allocation was spent.

Mr. Gomez presented a Community Center 3rd Floor Renovation presentation via PowerPoint and explained that the renovation is needed to improve efficiencies and facilitate adjacencies for staff in various divisions/departments. He reminded the committee that a contract award for the renovations will be discussed in closed session today.

Chair Garthoffner asked for a comprehensive space planning review of all the locations under consideration, including the table tennis area, to determine how to efficiently use the community center.

Staff was directed to arrange a meeting as soon as possible between staff, this committee, and the Recreation, Landscape, and M&C departments, to address space utilization issues before moving forward with any plan.

12. Building E Feasibility

Mr. West presented a report on the background and description of the current conditions at Building E, including staffing accommodations via PowerPoint. Mr. West reiterated that estimated costs have not

been determined but that space for current and future additional staff would need to be included in the scope of work. Utility locations and the available footprint space would be considered when deciding where the new building would be located.

Staff was directed to wait until after the comprehensive space planning meeting before giving Rengel+co. any further direction on the project.

13. Golf Driving Range Turf

Mr. West updated the committee on the history of the driving range conditions and the challenges that the golf maintenance staff face on a daily and seasonal basis regarding golf ball collection, drainage issues, and fencing. He reminded the committee that a contract for turf renovation will be discussed in closed session today.

Concluding Business:

14. Committee Member Comments

- Discuss Broadband HVAC replacement at the next meeting
- Add MelRok Energy Measurement Efficiency System to next agenda
- All generators should be evaluated to ensure proper maintenance
- All advisors are permitted to attend the closed session if they have signed the Non-Disclosure Agreement
- A workshop meeting will be scheduled for March 9 at 9:30 a.m.

15. Date of Next Meeting: April 13, 2022

16. Recess

The meeting was recessed at 1:40 p.m.



Egon Garthoffner, Chair

Guy West, Staff Officer
Telephone: (949) 268-2380
Egon Garthoffner, Chair

GRF Project Log (March 2022) Prepared April 5, 2022						
	Type	Name	Description	Status	Estimated Completion	Budget
1	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for maintenance and safety upgrades at the Performing Arts Center. The Board approved a budget allocation in the amount of \$1,000,000.	Work completed to date: 1. PAC Theater Curtain Cleaning, Repairs and Fireproofing 2. PAC LED Lamp Conversion 3. PAC Lobby and Dining Room Improvements 4. PAC HVAC Replacement 5. Hearing Loop 6. PAC Dining Room Curtains Remaining work: 1. PAC HVAC UVC Lighting System 2. PAC Dining Room Kitchens, Billiards Room and Rehearsal Room Improvements	On-going	Budget: \$1,000,000 Exp: \$672,052 Balance: \$327,948
2	920 Projects	PAC HVAC UVC Lighting System	Funding for this project is allocated to install a total of 11 new UVC Lighting Systems to serve the DX air handlers.	The UVC lighting installation is in progress and is scheduled to be completed at the end of April.	2022	Change Order Budget: \$21,548 Exp: \$0 Balance: \$21,548
3	920 Projects	PAC Dining Room Kitchens, Billiards Room and Rehearsal Room Improvements	Funding for this project is allocated for improvements to install new commercial grade flooring, ceiling tiles, baseboards, wall carpet, chair rails, window film, chair upholstery, as well as painting the walls, ceiling grid, doors and casing in the billiards room, rehearsal room and two kitchens.	The contractor began work on the PAC upgrades on February 7. The project is scheduled to be completed in June.	2022	Budget \$88,188 Exp: \$0 Balance: \$88,188
4	920 Projects	Service Center Generator	Funding for this project will provide back up emergency power at the Service Center including Security, Transportation and fueling services to enable the provision of critical services in an emergency.	At the February 10, 2021, M&C Committee meeting, the project was placed on hold pending a microgrid analysis.	2022	Budget: \$150,000 Exp: \$0 Balance: \$150,000
5	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated for the reconfiguration of Resident Services located in the Community Center.	A recommendation for a contract award will be presented at the April 13 M&C Committee meeting.	2022	Revised Budget: \$150,000 Exp: \$7,223 Balance: \$142,777

	Type	Name	Description	Status	Estimated Completion	Budget
6	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to upgrade and improve the appearance and functionality of the golf driving range and practice area.	Staff was directed to obtain a recommendation from the VMS landscape director for a qualified landscape architect to provide a peer review. The recommended architect declined. Staff is currently working with a landscape contractor on value engineering. Staff will present the results and a recommendation at a future M&C Committee meeting.	2022	Budget #1: \$138,000 Budget #2: \$500,000 Exp: \$58,993 Balance: \$579,007
7	920 Projects	Maintenance Service Center Parking Lot Lighting	Funding for this project is allocated to install permanent lights in the Maintenance Service Center parking lot for staff safety.	The installation of one pilot light pole at the Maintenance Service Center parking lot was completed on March 5, 2021. Two more lighting standards with solar fixtures were approved for installation. The plans were submitted and materials have been ordered. The project is scheduled to be completed at the end of April.	2022	Budget: \$250,000 Exp: \$10,496 Balance: \$239,504
8	922 Projects	Broadband HVAC System	Funding for this project is allocated to the installation of five new HVAC units to replace the existing 17 year old HVAC system at the Broadband Building Data Center.	Staff received load calculations and a report from the a mechanical engineer provided by a preferred HVAC contractor at no cost to the Corporation. The engineer's conclusion, based on the calculations, is that the existing equipment is properly sized for the current building loads. The HVAC contractor provided a proposal to replace all HVAC equipment at the Broadband facility. The current HVAC equipment is failing and staff will be presenting a contract award recommendation at the April 13 M&C Committee meeting.	2022	Budget: \$300,000 Exp: \$0 Balance: \$300,000
9	920 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The 2019 approved plans have expired. Staff is working with a consultant to update the plans to the current building and safety codes for resubmittal. Once the city has approved the plans for construction, staff will advertise for contractor bid proposals.	2022	Budget: \$375,000 Exp: \$22,535 Balance: \$352,465

	Type	Name	Description	Status	Estimated Completion	Budget
10	920 Projects	Building E Assessment and Design Development	Funding for this project is allocated to provide an assessment of the work needed on the building and develop a design based on the assessment.	Staff is working with the consultant on standardized space allocations. The feasibility study is scheduled to be completed at the end of May and the consultant will be scheduled to present the feasibility study at a future M&C Committee meeting.	2022	Budget: \$50,000 Exp: \$0 Balance: \$50,000
11	920 Projects	GRF Asphalt Paving and Sealcoat Programs and Concrete Repairs	Funding for this project is allocated to asphalt paving overlay, sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	Parkway concrete repairs are scheduled to begin in May and be completed in June. Asphalt paving work will be completed in July. The areas for concrete and asphalt work are Algarrobo, Belmez, Cabildo, Calle Sonora Oeste, Duenas W, Elvira, Jardin, RV Lot B and Tero. The sealcoat program is scheduled to be completed in August. The locations for seal coat work are Alta Vista, Clubhouse 5, Ronda Granda, Via Mariposa Loop, Via Puerta and Via Vista.	September 2022	Budget: \$904,091 Exp: \$0 Balance: \$904,091
12	920 Projects	Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	A contract has been executed. Staff is reviewing the scheduled area for a grubbing and installation.	Annual Program - December 2022	Budget: \$35,000 Exp: \$0 Balance: \$35,000
13	920 Projects	Hay Barn Enclosure	Funding for this project is allocated to enclose the hay barn located in the Equestrian Center.	A structural evaluation summary letter has been received. The engineer's recommendations are under review by staff.	2022	Budget: \$6,000 Exp: \$0 Balance: \$6,000
14	920 Projects	Gate 12 Security Upgrade	Funding for this project is allocated to install new security cameras and license plate readers at Gate 12.	Contract has been executed and the project is tentatively scheduled to start on April 18, 2022.	2022	Budget: \$66,696 Exp: \$0 Balance: \$66,696
15	920 Projects	Clubhouse 1 Renovation	Funding for this project is allocated for Year 1 of a multi-year project to assess and renovate Clubhouse 1.	Interior Design Consultant proposals are due on April 8. Staff will review the proposals and schedule interviews as part of the selection process.	2022	Budget: \$1,250,000 Exp: \$0 Balance: \$1,250,000

STAFF REPORT

DATE: April 13, 2022
FOR: Maintenance and Construction Committee
SUBJECT: Moving of Bus Benches to Improve Pedestrian Movement

RECOMMENDATION

Receive and provide direction to staff.

BACKGROUND

Laguna Woods Village has 266 bus benches located throughout the Village that are used primarily by residents who utilize Laguna Woods Village transportation services. Some of these benches are located on sidewalks and are maintained by General Services staff. The benches are used primarily by users of the GRF funded transportation system, and the maintenance and replacement of these benches is also funded by GRF. There is a combination of older white benches and newer green benches throughout the community. The older white benches are being upgraded to newer, more modern, green benches as maintenance requires and funding permits. The current operating budget allows approximately eight to ten bus bench replacement/repairs per year. See Attachment 1 for a list of proposed bus benches to be moved.

DISCUSSION

In December 2021, the General Services Department received a request to move bus benches that are obstructing the pathway of Vision Club members while walking on the sidewalks. General Services staff worked with Vision Club President Jeanne Bray to prioritize 38 bus benches that, when moved, will most benefit their membership. The bus benches will be moved back a few feet onto the adjacent grass area, thereby improving pedestrian movement along the sidewalk for all community members. See Attachment 2 for an image of a current green bench installation. All 38 bus benches that are proposed to be moved are the older white benches. The General Services Department is requesting funding for a total of 40 bus bench moves, which will allow some contingency funding should two more bus benches be identified as priority.

The GRF Maintenance and Construction Committee considered this item at their February 9, 2022 meeting, and the committee requested that staff obtain additional quotes to help reduce project costs. Staff obtained quotes from concrete contractors and identified a less expensive green bench that is similar, but not identical, to the current model green bench. General Services staff is capable of installing 20 benches per year in addition to its current workload. Therefore, should in-house labor be preferred, this project would be implemented over a two-year period. Otherwise, contracted labor could be used should GRF decide to complete all the installations on a more aggressive one-year timeline. Four installation options are presented below for the Committee's review and consideration.

Option 1

This option includes using in-house labor to install the current model green benches. The cost of this option is \$110,415 (\$70,790 for labor and materials and \$39,625 for the benches). Under this option, the General Services Department is proposing to move 20 benches in 2022 and 20 benches in 2023. Once implemented, this project will improve pedestrian movement along the sidewalk and facilitate the upgrade of 40 benches to the newer, more modern, green benches.

Option 2

This option includes using contracted labor to install the current model benches. The cost of the project can be reduced to \$97,625 if we use a contractor for the installation of the current green benches (\$58,000 for labor and materials and \$39,625 for the benches). Using the current model green benches will allow us to continue to provide a consistent look throughout the community. This option, which utilizes contracted labor, would allow the project to be completed on a more aggressive one-year timeline.

Option 3

This option includes using in-house labor to install the alternative green bench. Staff identified an alternative green bench that looks similar, but not identical, to our current bench (Attachment 3). Installing this alternative bench using in-house labor would reduce the cost of the project to \$94,012 (\$70,790 in labor and materials and \$23,222 for the benches). Using this alternative green bench would result in a less consistent look throughout the community as we will no longer be standardized on one bench. This option would also be implemented over a two-year period.

Option 4

This option includes using contracted labor to install the alternative green bench. Installing the alternate green bench with contracted labor would reduce the project cost to \$81,222 (\$58,000 for labor and materials and \$23,222 for the benches). This option, which utilizes contracted labor, would allow the project to be completed on a more aggressive one-year timeline.

All four options are summarized in Table A in the Financial Analysis section below.

FINANCIAL ANALYSIS

Should GRF elect to utilize in-house labor and spread the project over two fiscal years, the General Services Department will request a 2022 GRF budget appropriation to move 20 benches in 2022, and will also request funding through the regular 2023 GRF budget process to move 20 benches in 2023. Alternatively, GRF could provide a 2022 budget appropriation for one of the two contracted options above to move all the benches in 2022.

Table A

		Subtotal Per Bench Location	Project Total (40 Benches)
Option 1	In-house Installation/Current Bench	\$2,760	\$110,415
Option 2	Contracted Installation/Current Bench	\$2,440	\$97,625
Option 3	In-house Installation/Alternative Bench	\$2,350	\$94,012
Option 4	Contracted Installation/Alternative Bench	\$2,030	\$81,222

Prepared By: Robert Carroll, Director of General Services

Reviewed By: Guy West, Projects Division Manager
Manuel Gomez, Maintenance and Construction Director

Committee Routing: GRF Finance Committee

ATTACHMENT(S)

Attachment 1: List of Proposed Bus Benches to be Moved

Attachment 2: Photo of Existing Installation – Current Bench

Attachment 3: Photo of Alternative Bench Option

Attachment 1
List of Proposed Bus Benches to be Moved

LAGUNA WOODS VILLAGE BENCHES (VISION CLUB)	Gate #	New	Old	OLD to MOVE
CALLE ARAGON	Gate 1	5	9	9
CALLE ARAGON/CARMEL	Gate 1		2	Counted on Aragon
AVENIDA CASTILLA	Gate 1	4	8	8
VIA ESTRADA	Gate 3	2	4	1
AVENIDA SEVILLA (2 OFF SIDEWALK & DAMAGED)	Gate 3	9	7	5
VIA LOS ALTOS	Gate 3	4	2	2
VIA ALHAMBRA	Gate 3		2	2
RONDA MENDOZA (INCLUDING CUL DE SAC # 82)	Gate 3	1	3	3
CUL DE SAC #13 ACROSS FROM VIA LOS ALTOS	Gate 4		3	3
ALTA VISTA	Gate 8	2	3	3
VIA SERENA NORTH & SOUTH	Gate 8	4	3	2
	Total	31	46	38

Attachment 2
Existing Installation - Current Bench



Attachment 3
Alternative Bench Option

